



## MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

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Dr. Kenneth Wallace  
Superintendent

Administration Center  
1177 South Dee Road  
Park Ridge, Illinois 60068-4398

December 12, 2017

### ***NOTICE OF POSITION VACANCY***

## **Career and College Admissions Specialist**

Maine Township High School District 207, a leading innovator in public education, is conducting a search for a Career and College Admissions Specialist to add to our counseling team. Three successful candidates will serve our three high school campuses composed of students from Park Ridge and Des Plaines, and portions of Niles, Morton Grove, and Glenview, Illinois.

The Career and College Admissions Specialist reports to the Assistant Principal for Student Services and works with high school staff to implement programs and services that facilitate the admission of graduates to college and certificate-granting postsecondary programs. Additionally, the successful candidate will aid in the promotion, organization, implementation, tracking, and evaluation of career exploration experiences for district students.

This is a 12-month position requiring flexible hours (some evening work hours will be required at certain times during the school year with potential weekend availability required occasionally) to meet the needs of our families.

#### ***Critical Service Needs:***

- Coordinate and implement all on campus college and career activities (e.g., post-secondary educational advising, post-secondary application workshops, financial aid workshops, essay writing, resume, and interview workshops, college and career fairs, etc.);
- Work with counseling staff and department chairs to offer a range of guest speakers, workshops, and field trip opportunities;
- Utilize social networking and/or career experience sites as assigned;
- Collaborate with Assistant Career Coordinator in facilitating visits, job shadowing, and career experience placements;
- Collaborate with Assistant Career Coordinator in the development of community relationships that give students a chance to experience a wide range of careers while at the same time allowing the community to learn about the District and its programs;
- Assist in tracking student completion of career pathway requirements;
- Lead parent education programming targeting college admissions;
- Other duties as assigned.

#### ***Planning, Organizing, and Controlling for Results:***

- Establish periodic progress reports to assure results are monitored and corrective action applied;
- Prepare and present to the Assistant Principal for Student Services a term review report comparing actual results to plans at the conclusion of each term, with objectives and planned activities identified for the next term.

## **Career and College Admissions Specialist**

### ***Teamwork:***

- Actively provide assistance to other members of the counseling department;
- Actively seek ways to provide assistance to other departments in achieving objectives related to postsecondary preparations of students;
- Promote a positive image and attitude to students and staff members across all departments;
- Work closely with all departments to ensure that student concerns and inquiries are addressed;
- Ensure excellent customer service and professionalism to all current students, community stakeholders and co-workers in all departments at all times.

### **Knowledge, Skills and Abilities:**

- Computer literacy (MS Word, Excel, Publisher, G Suite, social media, etc.);
- Excellent organizational skills and attention to detail;
- Excellent problem solving skills;
- Excellent written and verbal communication skills;
- Ability to learn and interpret academic standards and admissions policies;
- Self-starter with a strong focus on customer service.

### **Qualifications:**

- Bachelor's Degree or higher in a relevant field;
- College admissions and/or career services experience in higher education is preferred;
- Demonstrated communication skills (interpersonal, verbal and written);
- Demonstrated ability to deliver college and career advising for diverse populations through individual, drop-in, and group appointments; workshops; and other programs;
- Demonstrated ability to establish and develop relationships with clients as well as faculty and staff;
- Demonstrated ability to use technology in work with clients as well as administrative work;
- Demonstrated ability to initiate efforts for collaboration and delivery of services.

### **Salary & Benefits:**

- Approximately \$75,000 annually, based on experience
- Medical & Dental insurance
- 17 paid holidays
- Paid term life insurance policy equal to annual base salary
- 10 vacation days
- IMRF pension - employees vested after 10 years of employment
- 14 sick days

For instructions on **how to apply** for this position, please visit [www.maine207.org](http://www.maine207.org) and click on the "Join Our Team" tab **on or before Friday, January 26, 2018**.

*As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.*